

APPLICATION DEADLINE: Friday, December 16, 2011

SALARY: Level I: \$4,000-\$4,883 /mo. Level II: \$4,420-\$5,395/mo.

BENEFITS: Employees in this organizational unit accrue time off effective the date of hire. After one year of service, employees will have accrued 80.08 hours of paid vacation, 95.94 hours of sick leave, and will have accrued 132 hours of Holiday Time Off, plus 8 hours of floating holiday. Additional incentive pay for P.O.S.T. and education. Truckee & Shift Differentials, and other Incentive Pay as applicable. Retirement is provided by an integrated plan of California Public Employees' Retirement System (CalPERS 3% @ 55) and Social Security. The County pays 100% of employee costs for dental, vision, and medical coverage in the County-sponsored PPO plan and pays 74% of the costs for dependent coverage in the same plans. In addition, the County provides employee and dependent life insurance and an Employee Assistance Program.

DEFINITION: Under general supervision, performs difficult and responsible law enforcement and crime prevention work by patrolling assigned areas, answering calls and complaints, and making preliminary investigations of crimes; assists in law enforcement identification processing; and performs related work as required.

CLASS CHARACTERISTICS: Deputy Sheriff I: This is the entry level position. Under close supervision of superior officers and until they have completed the required Nevada County Sheriff's Office field training program and probationary period, incumbents perform a wide variety of law enforcement duties. Incumbents who successfully complete one year of probation period and receive a POST Basic certificate, usually advance to the next higher level of Deputy Sheriff II. Deputy Sheriff II: This is the fully trained journey level classification in the series. Under general supervision, incumbents can be assigned the full range of difficult law enforcement duties on patrol. Incumbents in this class may perform in a lead capacity.

EXAMPLES OF DUTIES (Illustrative Only)

Essential:

- Patrols assigned areas in a vehicle or on foot and answers calls for protection of life and property
- Conducts preliminary investigations, interrogates witnesses, gathers evidence and takes statements in connection with suspected criminal activities; substantiates findings of fact in court
- Serves warrants, civil documents and makes arrests
- Conducts Coroner's investigations and completes reports
- Assists and cooperates with other law enforcement agencies in investigations and arrests; maintains departmental files and records

- Maintains firearms and other equipment in good working condition
- Prepares detailed reports of all activities
- If assigned to a contract city/town, provides for the investigation and documentation of traffic collisions, apprehension and arrest of persons driving under the influence, and routine traffic law enforcement

Important:

- Performs jailer and/or bailiff duties as assigned

QUALIFICATIONS:

Knowledge of:

- Principles and practices of crime prevention, investigation and identification techniques
- Criminal law with reference to apprehension, arrest and custody of persons including rules of evidence pertaining to search and seizure and presentation of evidence for all types of cases
- Principles and practices of record keeping and report writing
- Current laws and case law decisions involving crimes
- The court system, search warrant preparation and execution, civil-coroner policies and procedures
- Techniques for effectively dealing with the public in person and over the telephone
- Safe work methods and safety regulations pertaining to the work

Skill in:

- Reading and understanding departmental policies, rules, instructions, laws and ordinances
- Analyzing and interpreting legal codes, police problems and criminal evidence
- Adopting quick, effective and reasonable courses of actions while considering surrounding hazards and circumstances
- Understanding and following written and oral instructions
- Preparing and maintaining clear and accurate records and reports
- Learning the use and care of small firearms
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Dealing with people of various racial, ethnic and economic groups in a tactful and effective manner
- Controlling resisting individuals with a minimum of force necessary to effect an arrest
- Exercising good judgement and making sound decisions under a variety of conditions

Education and Experience: A typical way of gaining the knowledge and skills outlined above is: Level I: Equivalent to completion of twelfth grade. Completion of at least 30 units of college education is desired. Level II (in addition to the above): Equivalent to the completion of twelfth grade and one year of experience in a position equivalent to Deputy Sheriff I with Nevada County within the last three years. Completion of at least 45 units of college education with a grade point average of 2.0 or above is desired and may qualify for advanced-step hiring.

LICENSES AND CERTIFICATES: Possession of a valid California driver's license within 30 days of hire. Completion of POST basic training course or POST basic requalification course administered by the State Commission on POST within three years of application (possession of a valid POST Basic certificate will satisfy this requirement). Proof must be submitted at the time of application. **(Individuals who are currently enrolled in a POST basic academy training course and have completed $\frac{3}{4}$ of the course may file application for employment with proof of enrollment and expected graduation date; must show proof of completion prior to appointment).**

PHYSICAL DEMANDS AND WORKING CONDITIONS: Mobility and strength to reach, bend, grasp, climb and run; strength and agility to restrain people alone or with the assistance of others while wearing required equipment, and lift or maneuver people weighing more than 165 pounds; ability to sit for extended periods of time in a patrol vehicle; manual dexterity to operate restraints, firearms, standard office equipment, radio and telephone controls; vision sufficient to qualify for firearms certification; speech and hearing to communicate in person, by telephone and radio.

Willingness and ability to work rotating shifts, on-call, weekends and holidays.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

OTHER REQUIREMENTS: Must be a U.S. citizen or have applied for citizenship at least one year prior to application.

Must submit to and pass a psychological evaluation, medical examination and a background investigation. May have to submit to a voice stress test.

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

SELECTION PROCESS: All applications will be reviewed by a preliminary screening committee. Applicants who meet the minimum qualifications will be eligible to participate in the written test. Those applicants who successfully pass the written examination, will be invited to appear before an oral examination board, which will evaluate education, experience and personal qualifications of job applicants. Appointment will be based upon the results of a personal interview by the hiring department. **NOTE:** The screening process can take up to 3 weeks. All applicants will be notified of the final decision by mail. Successful candidates will be fingerprinted and may be subject to pre-employment drug tests and background check.

NONDISCRIMINATION POLICY: Nevada County policy prohibits discrimination in employment or in the provision of services because of race, color, ancestry, religious creed, national origin, sex, physical handicap (including AIDS), medical condition (cancer related), age (over 40), marital status or sexual orientation. Women and minorities are encouraged to apply for employment. We will give fair consideration to all applicants, including persons with disabilities capable of performing the essential functions of the job with reasonable accommodation. The Human Resources Director coordinates the administration of this policy. Please contact the Human Resources Department at least five working days before a scheduled examination/interview to request accommodation in the examination/interview process.

FOR APPLICATION INFORMATION, PLEASE CONTACT Nevada County Human Resources Department, Eric Rood Administrative Center, 950 Maidu Avenue, Nevada City, CA 95959-8617, JOB LINE (530) 265-1225 (Option 1) FAX: (530) 265-9841 or visit www.mynevadacounty.com.

COPIES OF DEGREES, TRANSCRIPTS, CERTIFICATES OR LICENSES LISTED ON EMPLOYMENT APPLICATIONS MUST BE ATTACHED TO THE APPLICATION. The Human Resources Department will not return any documents submitted in the application process, including copies of job applications for future reference. Resumes attached to a completed application are welcome, but they will not be considered in lieu of a completed application. In accordance with the Immigration Reform and Control Act of 1986, any person hired by the County of Nevada must produce certain documents establishing his/her identity and right to work. In addition, the law requires any person who is hired to attest, under penalty of perjury, to his/her employment eligibility on a form prepared by the U.S. Department of Justice.



County of Nevada Job Opportunity

DEPUTY SHERIFF I/II And RESERVES-LEVEL I

Retirement benefits of 3.0% @ 55

TESTING: A P.O.S.T. T-score of 45 and higher will be accepted in lieu of participation in the agency administered examination, the POST Entry Level Law Enforcement Test (PELLET).

Proof of a P.O.S.T. T-score of 45 or higher must be submitted with all Deputy Sheriff II applications. Requalification certificates will not take the place of a California P.O.S.T. T-score.

All T-scores will be confirmed by P.O.S.T.

Final Filing Date
Open Until Filled
Cut-off date: December 16, 2011

